

Michigan Department of Education Office of Special Education & Early Intervention Services

## **FULL APPROVAL FOR EARLY CHILDHOOD SPECIAL EDUCATION TEACHER Policy & Criteria**

### **POLICY**

1. Either a candidate or an employer (LEA/ISD/State Agency) may request the approval.
2. If a candidate does not have a ZA endorsement or an endorsement reading early childhood but has a major or minor in early childhood education or child growth and development, a candidate or employer must apply for and obtain a letter of approval from the Michigan Department of Education, Office of Special Education & Early Intervention Services, to teach preprimary age impaired students. **There is no endorsement for Early Childhood Special Education Teacher.**
3. All teachers of preprimary age impaired students must have approval from the Michigan Department of Education, Office of Special Education & Early Intervention Services. Programs may be titled under other categories; however, if more than half of the students assigned to the program are less than 6 years old, the teacher must have approval to teach preprimary age impaired students.
4. Temporary approval may be requested and granted for teachers of the preprimary impaired that have not met requirements for full approval through the regular procedures and requirements used in other areas for teachers of the handicapped.
5. A request for approval must be received by the Michigan Department of Education during the school year (July 1 to June 30) in which the effective date applies. Approval requests received after June 30 of the applicable school year will not be processed.
6. Full approval as an Early Childhood Special Education Teacher does not expire and is transferable from one employer to the next.
7. Full approval as an Early Childhood Special Education Teacher is effective from the beginning of the school year in which it is requested or the date that all requirements for the approval were met, whichever is later.

### **CRITERIA**

1. The candidate must possess a valid Michigan teaching certificate with at least one endorsement in special education, and either of the following:
  - a. ZA endorsement, or an endorsement reading "Early Childhood Education"
  - b. a major or minor in early childhood education, or child growth and development

**PROCEDURES**

**The candidate or employer (LEA/PSA/ISD/State Agency-Facility) must:**

1. Initiate the request by completing the Full Approval for Early Childhood Special Education Teacher form. The following information **MUST** be completed:
  - Candidate and Assignment information (ISD will complete code numbers)
  - Questions 1,2 and 3 (Attach documentation)
2. If initiated by employer forward all information to the ISD; retain a copy for your records. If initiated by candidate forward all information to the MDE-OSE/EIS; retain a copy for your records.

**If request is initiated by the employer:**

**The ISD will:**

1. Determine if the request is accurate and complete.
2. Submit request electronically to MDE-OSE/EIS and print off approval letter that is generated automatically after submission.
3. Retain a copy of the approval letter. Distribute a copy of the approval letter to the employer.

**The employer (LEA/PSA/ISD/State Agency-facility) will:**

1. Distribute a copy of the approval letter to the candidate.

**If request is initiated by the candidate:**

**The MDE-OSE/EIS will:**

1. Review request, if all information is accounted for approval will be processed.
2. Distribute a copy to the candidate.